

**11—53.5 (8A) Appointment rates.** An employee shall be paid at the minimum pay rate for the class to which appointed, except in the following instances:

**53.5(1) *Individual advanced appointment rate.*** For new hires, reinstatements, or promotions of employees in contract classes, the appointing authority may request pay in excess of the minimum based on education and experience directly related to duties that exceed the minimum qualifications of the class. The appointing authority shall maintain a written record of the justification for the advanced appointment rate. The record shall be a part of the official employee file. All employees possessing equivalent qualifications in the same class and with the same appointing authority may be adjusted to the advanced rate. Individual advanced appointment rates are subject to prior approval by the department.

**53.5(2) *Blanket advanced rate.*** If there is a scarcity of applicants, an appointing authority may submit a written request to the director documenting the economic or employment conditions that make employment at the minimum pay rate for a class unlikely. The director may authorize appointments beyond the minimum rate for the class as a whole or in a specific geographical area. All current employees and new or promoted employees under the same conditions and in the same class shall be paid the higher rate. This rate shall remain in effect until rescinded by the director.

**53.5(3) *Trainee.*** Rescinded IAB 1/28/04, effective 3/24/04.

**53.5(4) *Internship.*** Rescinded IAB 1/28/04, effective 3/24/04.

**53.5(5) *Temporary, seasonal, and internship.*** When an appointment is made to a class on a temporary, seasonal, or internship basis, the employee may be paid at any rate within the pay grade to which the class is assigned. Such employees may be given authorized, noncontract salary, across-the-board adjustments within the minimum and maximum rates of the pay grade. Temporary, seasonal and internship employees are not eligible for within-grade increases based on performance or time in service.

**53.5(6) *Overlap.*** When an appointment is made on an overlap basis, the employee shall be paid in accordance with this chapter.

[ARC 0401C, IAB 10/17/12, effective 11/21/12]